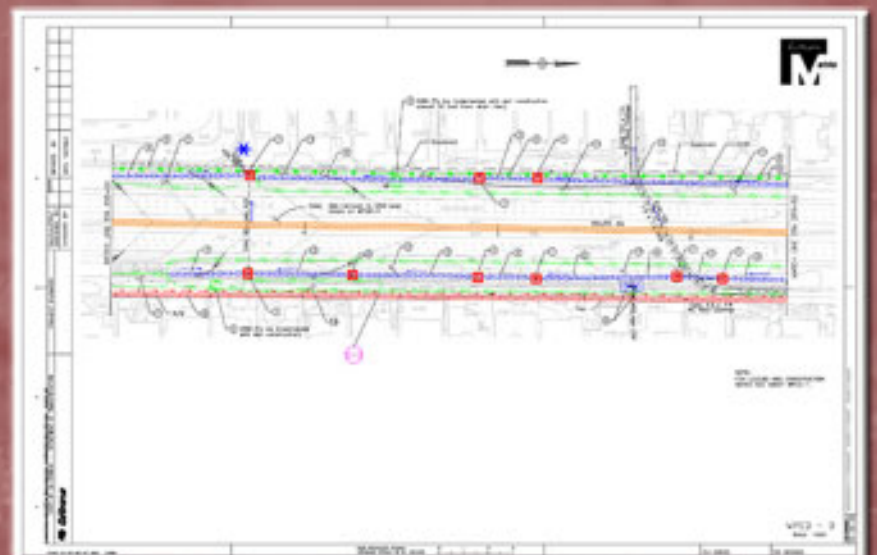
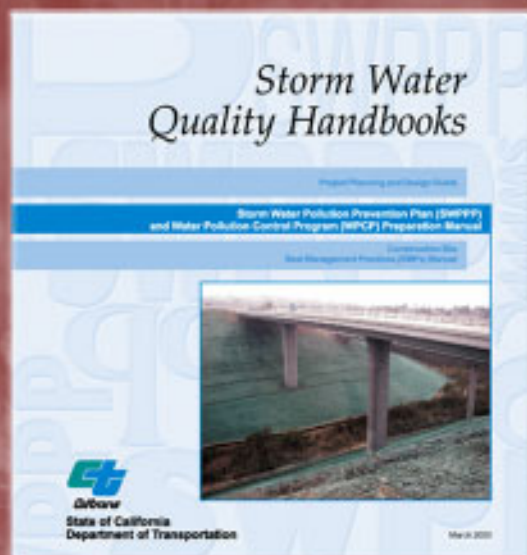




Storm Water Pollution Prevention Plan (SWPPP) and Water Pollution Control Program (WPCP) Review Guidance Manual

December 2003



State of California
Department of Transportation

CTSW-RT-03-102.31.30-1

Construction Storm Water Pollution Prevention Plan (SWPPP) and
Water Pollution Control Program (WPCP) Review
Guidance Manual

State of California
Department of Transportation
CTSW-RT-03-106.31.33



Storm Water Pollution Prevention Plan (SWPPP) and Water Pollution Control Program (WPCP)

Review Guidance Manual

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Section 1

Introduction

1.1 Introduction

The California Department of Transportation (Department) has developed a comprehensive and coordinated statewide effort to prevent pollution in storm water runoff from Department facilities. This effort complies with several issued permits that regulate the discharge of pollutants from municipal separate sewer systems, construction sites, and industrial activities.

The Department requires that Contractors submit a Storm Water Pollution Prevention Plan (SWPPP) for projects with a cumulative disturbed soil area equal or greater than 0.4 hectare (1 acre), and a Water Pollution Control Program (WPCP) for projects with a disturbed soil area less than 0.4 hectare (1 acre), unless otherwise required by other agencies (RWQCBs, U.S. Army Corps of Engineers, Department of Fish and Game, etc.).

This guidance document was developed as a tool for Resident Engineers (REs) who are responsible for reviewing and approving SWPPPs and WPCPs.

1.2 Purpose

The Department policy requires that Contractors submit SWPPPs and WPCPs for review and approval by the RE assigned to the project. This SWPPP and WPCP Review Guidance Manual (Manual) has been developed in an effort to make the review process more effective and efficient. The purpose of this Manual is to provide a useful tool for reviewing SWPPPs and WPCPs. The Manual will assist the reviewer in providing a thorough and systematic review that will improve implementation of storm water pollution prevention control measures during project construction.

This Manual was prepared to be consistent with the Department's Storm Water Quality Handbooks – Storm Water Pollution Prevention Plan and Water Pollution Control Program Preparation Manual (SWPPP and WPCP Manual).

This Manual does not address all issues that may arise during the review process and does not provide all necessary information or solutions; however it is intended to serve as a guide for all Department construction projects. Reference handbooks, manuals, and documents identified in this Manual should also be used in order to perform a comprehensive review.

1.3 Importance of SWPPPs, WPCPs and the Review Process

The Department is committed to reducing storm water pollution from California's highway system, including construction. Improving construction site water quality practices is achieved through the design and implementation of SWPPPs and WPCPs. Applicable plans and proper implementation will result in fewer Contract Change Orders (CCOs) and reduce the potential for violations from regulatory agencies.

A comprehensive review is one that is consistent with requirements set forth, is concise and accurate, and confirms that the project's SWPPP or WPCP is capable of controlling the impacts of storm water pollution. By approving the SWPPP or WPCP, the submitted plan meets the requirements set forth in the Department's permit, SWPPP and WPCP Preparation Manual, and the Construction Site BMPs Manual. The RE and the Contractor should initiate an amendment whenever there is a change in construction work activities, operations or schedule, the implemented BMPs prove ineffective or when operations violate a condition of the Permits. A comprehensive review by the RE is necessary to confirm that the SWPPP or WPCP meets the Department's construction site objectives. A thorough initial review will improve the quality of re-submitted plans (if needed), reduce the time required to achieve plan approval, and reduce potential problems in the field.

1.4 How this Manual is Organized

- **Section 1 (Introduction):** States the importance of a thorough review that will improve the SWPPP or WPCP.
- **Section 2 (SWPPP or WPCP Review Approach):** Describes the major components of a thorough review.
- **Appendix A (SWPPP Review Checklist):** A step-by-step quick method for confirming the appropriate details in a SWPPP.
- **Appendix B (WPCP Review Checklist):** A step-by-step quick method for confirming the appropriate details in a WPCP.
- **Appendix C (Sample SWPPP Comment Letter):** Provides a sample of comments made on a SWPPP and a format to follow.

Section 2

SWPPP or WPCP Review Approach

2.1 General Approach

The main objective of the RE's review is to verify that the Contractor has a good plan to control storm water pollution. The best approach is to conduct a systematic review, beginning with a global review of the project followed by a detailed review of the specific project elements. Use the following step-by-step procedure for the review.

- **Step 1:** Assemble necessary reference materials (Section 2.2)
- **Step 2:** Pre-Construction Project Review (Section 2.3)
- **Step 3:** Conduct a preliminary SWPPP / WPCP Review (Section 2.4)
- **Step 4:** Conduct a Detailed Review (Section 2.5)
- **Step 5:** Provide comments to the Contractor (Section 2.6)

2.2 Assemble Necessary Reference Materials

Before beginning the review, assemble all reference materials. Be sure to use the most recent versions of manuals, permits, and other resources. Become familiar with these resources, since frequent cross-referencing may be required to facilitate a thorough review. Reference materials are listed in Appendix A for SWPPP reviews and Appendix B for WPCP reviews.

2.3 Pre-Construction Project Review

The RE should conduct an overview of the project to become familiar with the water quality related aspects of the project. After a preliminary review of the contract plans and specifications, the RE should contact the Construction Storm Water Coordinator (CSCW) to discuss current storm water issues and any known water quality issues that are specific to the project. Also, the Maintenance Supervisor should be contacted to discuss existing or chronic WPC issues that might need to be addressed. Guidance on gaining project familiarity are listed in Appendices A and B.

2.4 Conduct a Preliminary Review

After becoming familiar with the project and discussing the project with the CSWC, conduct a preliminary review of the submitted plan. The purpose of the preliminary review is to identify major deficiencies or omissions in the SWPPP or WPCP that would impede the RE's ability to conduct a thorough review. If the plan is found to be deficient of any of the items listed in the 'Preliminary Review' portion of Appendices A and B, it should be immediately returned to the Contractor for corrections.

2.5 Conduct a Detailed Review

Once the RE determines that the submittal is ready to perform a detailed review, the next step is a careful evaluation of the plan. Checklists in Appendices A (SWPPP) and B (WPCP) address each section of the SWPPP and WPCP Manual in sequential order. These checklists should be used as a supplement to the SWPPP and WPCP Preparation Manual because the SWPPP and WPCP Preparation Manual contains specific instructions to the Contractor, including required text for each section. The RE should use this SWPPP and WPCP Review Guidance Manual to help detect any deficiencies.

2.6 Provide Comments to the Contractor

The RE should make comments or note any deficiencies on the respective SWPPP or WPCP checklist while conducting the review. This will be useful when generating comments for the Contractor.

After completing the review, the RE should compile the comments into a single letter. Reference each comment to the appropriate section of the SWPPP or WPCP designate it as a general comment. A sample letter of comments is included in Attachment C.

Once the comments have been addressed and the SWPPP or WPCP is deemed acceptable by the RE, the RE must approve the SWPPP or WPCP by signing the approval block in Section 100 of the SWPPP or in Section 10 of the WPCP. One approved copy of the SWPPP or WPCP will be sent to the Contractor to be maintained at the jobsite. The second approved copy will remain in the project files. The third approved copy will be sent to the CSWC at their request.

Appendix A

SWPPP Review Checklist

APPENDIX A

SWPPP Review Checklist

For Caltrans Construction Projects

This checklist is a supplemental tool to the SWPPP and WPCP Preparation Manual. It is a guide for the reviewer, but does not replace the detailed requirements outlined in the Preparation Manual.

List of Abbreviations:

ADL	Aerially Deposited Lead
BMP	Best Management Practice
CSWC	Construction Storm Water Coordinator
DSA	Disturbed Soil Area
ESA	Environmentally Sensitive Area
NOC	Notice of Construction
NCC	Notice of Completion of Construction
PM	Project Manager
RE	Resident Engineer
RWQCB	Regional Water Quality Control Board
SAP	Sampling and Analysis Plan
SP	Special Provision
SWPPP	Storm Water Pollution Prevention Plan
SWRCB	State Water Resources Control Board
WPC	Water Pollution Control
WPCD	Water Pollution Control Drawing
WPCM	Water Pollution Control Manager
WPCP	Water Pollution Control Program

List of Reference Materials:

- SWPPP and WPCP Preparation Manual
- Contractor Submitted SWPPP
- Plans, Special Provisions, Specifications, Contractor Information Handout
- Conceptual SWPPP, if applicable
- Construction Site BMP Manual
- Guidance for Temporary Soil Stabilization
- Field Guide to Construction Site Dewatering
- Construction Site Storm Water Quality Sampling Guidance Manual
- Erosion Control Manual
- Storm Water Data Report
- Any permits associated with the Project
- This SWPPP and WPCP Review Guidance Manual
- RE's Pending File

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SWPPP Section	Item	Comments
PRE-CONSTRUCTION PROJECT REVIEW		
	<ul style="list-style-type: none"> □ Review the plans and SPs for: <ul style="list-style-type: none"> ○ Check for any specific requirements for temporary BMPs ○ Check for SPs related to Army Corps, Dept. of Fish and Game, RWQCB, etc. Review any relevant permits issued for your job. ○ Check plans for any post-construction BMPs (permanent water quality features) that will be built as a part of the project. ○ Check the plans for any existing BMPs (detention basins, etc.) that can be used or that must be protected during the construction process. ○ Is the project near a water body (Section 300.2)? Special protection may be required (has the SWRCB designated the water body a 303(d) impacted water body?). Water Quality testing may be required. ○ Are there any environmental concerns associated with adjacent properties? Consider run-on and run-off. ○ Review the water pollution control section in the SPs and make note of the storm water items and activities of concern. Review and other important information are included here. ○ Does the SPs restrict the acreage of active DSAs? Are exceptions allowed? Does this project warrant an exception? ○ Look at the number of working days for each phase. How many rainy seasons will be encountered? Are the rainy season dates correct (Reference Figure 2-1 in the Department's Construction BMP Manual)? Will the project require an Annual Certification of Compliance (every June 15)? ○ Review the plans and SPs and identify the types of construction activities that will take place, phasing, and conceptualize what types of BMPs will be required. Consider storm and non-storm water BMPs (i.e., solvents and glues used for pipe work, paving operations, concrete work, saw cutting, treated wood, etc.). □ Walk the jobsite. Take note of the drainage patterns, receiving water bodies, ESAs, space limitations, project limits, adjacent properties, or other water quality related characteristics. Visualize various construction phases and water quality issues that might arise during both the rainy and non-rainy seasons. □ Contact your CSWC to discuss current water quality issues and any known critical issues associated with your project. 	

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SWPPP Section	Item	Comments
	<ul style="list-style-type: none"><input type="checkbox"/> Contact the Maintenance Supervisor to discuss any existing water pollution issues that are of concern to maintenance and need special consideration.<input type="checkbox"/> Schedule a storm water control pre-construction meeting with the contractor, subcontractors, suppliers, etc.	

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SWPPP Section	Item	Comments
PRELIMINARY REVIEW		
	<ul style="list-style-type: none"> ❑ Has the SWPPP template been used? Are all sections (100 through 600) and attachments (A through U) been included? ❑ Is the latest Attachment C BMP Checklist included (including newest BMP revisions, see the SWPPP/WPCP Preparation Manual)? ❑ Has the Contractor's work schedule been included? Evaluate the schedule for project phasing. ❑ Are construction activities phased to limit duration of soil exposure? Are DSAs limited during the rainy season? Are grading operations scheduled during the non-rainy season (if feasible)? Is the preservation of existing vegetation maximized? ❑ Has the BMP implementation schedule been included for all phases of the project? Written and Graphical are required. Check for consistency with the schedule of work (these schedules may be separate or combined). ❑ Review the WPC cost breakdown (Attachment O) to identify critical requirements. What is in the bid items and what is in the quantity sheets? ❑ Perform a preliminary review of the BMPs. Are the BMPs listed/shown in these locations the same? Are any missing? <ul style="list-style-type: none"> ○ SPs, Scope of Work (activities, potential pollutants, BMPs, phasing) ○ Section 500.0, Body of SWPPP (brief description and location of BMPs to be used) ○ Attachment B, WPCDs (BMPs, locations, schedule) ○ Attachment C, BMP Checklist (BMPs) ○ Attachments G & H, Inspection, Maintenance, and Repair Program & Inspection Checklist (BMPs) ○ Attachment L, SWPPP and Monitoring Program Checklist ○ Attachment O, Water Pollution Control Cost Breakdown (BMPs, quantities) ○ Attachment Q, BMPs Selected ○ Major Milestones (reference work schedule/phasing, BMP implementation schedule, and scope) ❑ Review drainage on the project with the grading plans. (Are offsite run-on calculations provided in Attachment E? Are discharge locations indicated on the WPCDs in Attachment B and on the vicinity map in Attachment A?). 	

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SWPPP Section	Item	Comments
	<ul style="list-style-type: none"> ❑ Look at the overall plan for feasibility. Will it work to control storm water pollution? Phasing? <ul style="list-style-type: none"> ○ Location of BMPs: Where are the inlets, contractor yard, concrete wash outs, stockpiles, ingress/egress points, toilets, access roads, pipe outlets, or other BMPs? ○ Are DSAs stabilized? ○ Are slope length and steepness minimized? ○ Are run-off velocities controlled? ○ Is the site perimeter protected for run-on and run-off? ❑ Are non-storm water BMPs included and appropriate to phasing of work and size of job site, including the contractor's yard? ❑ Is a SAP included with the SWPPP? Text is required in all SWPPPs non-visible pollutants. A SAP is required only if the project discharges directly in to a 303(d) designated stream for sediment/siltation or turbidity. ❑ Are all sampling requirements from all other permits are included in the SAP? ❑ Is the BMP appropriate for the site conditions and application/use? Refer to Tables 2-2 and 2-3 and each BMP description in the BMP Handbook for limitations ❑ Did the contractor list any alternatives for the BMPs? Is the BMP readily available? 	

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SWPPP Section	Item	Comments
	DETAILED REVIEW	
	Title Page	
	<ul style="list-style-type: none"> <input type="checkbox"/> Title: "Storm Water Pollution Prevention Plan" <input type="checkbox"/> Construction Project Name <input type="checkbox"/> Caltrans Contract Number <input type="checkbox"/> Identification and address of Lead Agency (Caltrans or Local Agency) <input type="checkbox"/> Caltrans' Resident Engineer (RE) Name and Telephone Number <input type="checkbox"/> Contractor's Name, Address, Telephone Number and Contact Person <input type="checkbox"/> Job Site Address and Telephone Number, if any <input type="checkbox"/> Name of Contractor's Water Pollution Control Manager (WPCM). Verify qualifications listed in Preparation Manual Sec. 500.6. <input type="checkbox"/> Name of the company that prepared the SWPPP (if prepared by an outside consultant), including name and title of preparer <input type="checkbox"/> SWPPP Preparation Date 	
	Table of Contents	
	<ul style="list-style-type: none"> <input type="checkbox"/> Are the names of each section, Attachment (A-U), and the page numbers included in the Table of Contents? <input type="checkbox"/> Are separator tabs included for each major section of the SWPPP (100 – 600) and for each of the attachments (A – U)? 	
100	SWPPP Certification and Approval	
100.1	Initial SWPPP Certification <ul style="list-style-type: none"> <input type="checkbox"/> Is the SWPPP Certification included 'word-for-word' from Section 100.1 in the SWPPP/WPCP Manual? (NOTE: Reject SWPPP if not 'word-for-word') <input type="checkbox"/> Are the Project Name and Caltrans Contract Number entered at the top of the form? <input type="checkbox"/> Has the Contractor signed and dated this section? (NOTE: Reject SWPPP if not signed and dated) 	
100.2	SWPPP Approval <ul style="list-style-type: none"> <input type="checkbox"/> Is the RE's Name and Telephone Number printed <input type="checkbox"/> RE must sign and date prior to acceptance of SWPPP 	
100.3	Compliance Certification (Annually June 15) <ul style="list-style-type: none"> <input type="checkbox"/> Is 'June 15' noted in the text (NOTE: Permits states July 1, however, the Department requires it by June 15). <input type="checkbox"/> Regardless of when the project started, completed and signed Annual Compliance Certifications and RE Approvals must be included in this section. 	

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SWPPP Section	Item	Comments
200	SWPPP Amendments	
200.1	Amendment Certification and Approval <ul style="list-style-type: none"> <input type="checkbox"/> Are the Project Name and Caltrans Contract Number entered at the top of the form? <input type="checkbox"/> The SWPPP shall be amended in accordance with this section, which includes a change in construction or operations which may affect the discharge of pollutants; if any condition of the Permits is violated or the general objective of reducing or eliminating pollutants in storm water discharges has not been achieved; annually when required by the SPs; or when deemed necessary by RE. 	
200.2	Amendment Log <ul style="list-style-type: none"> <input type="checkbox"/> Are the Project Name and Caltrans Contract Number entered at the top of the form? 	
300	Introduction/Project Description	
300.1	Project Description and Location (narrative) <ul style="list-style-type: none"> <input type="checkbox"/> Is a project description (county, cities, route and post-mile/kilo-post) provided? Check against SPs. <input type="checkbox"/> Is the proximity to receiving waters to which the project will discharge indicated, if applicable? Surface waters, drainage channels, and drainage systems (drainage system ownership, i.e., municipality or agency) should also be described. 	
300.2	Unique Site Features <ul style="list-style-type: none"> <input type="checkbox"/> Is a brief description of any unique site features (water bodies, wetlands, ESAs, endangered or protected species, etc.) and significant or high-risk construction activities that may impact storm water quality provided? Check against SPs. <input type="checkbox"/> Are activities within or adjacent to water bodies (such as dredging, dewatering, re-use of aerially deposited lead material, large excavations, or work within a water body) included? 	
300.3	Construction Site Estimates <ul style="list-style-type: none"> <input type="checkbox"/> Is an estimate of the following site features provided? (refer also to Attachments D and E) <ul style="list-style-type: none"> <input type="checkbox"/> Construction site area (hectares or square meters) <input type="checkbox"/> Runoff coefficient before and after construction <input type="checkbox"/> Percentage impervious area before and after construction <input type="checkbox"/> Anticipated storm water run-on to the construction site (Are calculations shown and included as Attachment E?) 	

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SWPPP Section	Item	Comments
300.4	<p>Project Schedule/Water Pollution Control Schedule</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are written and graphical project schedules provided including: <ul style="list-style-type: none"> ○ Project start and finish dates ○ Rainy season dates ○ Annual certifications ○ Mobilization dates ○ Mass clearing and grubbing/roadside clearing dates ○ Major grading/excavation dates ○ Special dates named in other permits such as Fish and Game and Army Corps of Engineers permits ○ Dates for submittal SWPPP Amendments required by the Special Provisions ○ Annual submittal of rainy season implementation schedule as required by the project's SPs <input type="checkbox"/> Rainy season implementation schedule: <ul style="list-style-type: none"> ○ Dates for implementation of pre-rainy season temporary soil stabilization and temporary sediment control BMPs, if required by the project's SPs. ○ Deployment of temporary soil stabilization BMPs ○ Deployment of temporary sediment control BMPs ○ Deployment of wind erosion control BMPs ○ Deployment of tracking control BMPs ○ Deployment of non-storm water BMPs ○ Deployment of waste management and materials pollution control BMPs <input type="checkbox"/> Non-rainy season implementation schedule: <ul style="list-style-type: none"> ○ Deployment of temporary soil stabilization BMPs ○ Deployment of temporary sediment control BMPs ○ Deployment of wind erosion control BMPs ○ Deployment of tracking control BMPs ○ Deployment of non-storm water BMPs ○ Deployment of waste management and materials pollution control BMPs <input type="checkbox"/> Paving, saw-cutting, and any other pavement related operations <input type="checkbox"/> Major planned stockpiling operations <input type="checkbox"/> Dates for other significant long-term operations or activities that may involve non-storm water discharges such as dewatering, grinding, etc. <input type="checkbox"/> Final stabilization activities staged over time for each area of the project 	

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SWPPP Section	Item	Comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Clearly show how the rainy season relates to soil-disturbing and re-stabilization activities, and how major activities sequenced with implementation of construction site BMPs. <input type="checkbox"/> Note: Projects located in the Lake Tahoe, Truckee River, East Fork Carson River, or West Fork Carson River Hydrologic Units, and projects above 1200 meters (5,000 ft) in elevations in portions of Mono County or Inyo County within the Lahontan RWQCB are not allowed to perform removal of vegetation nor disturbance of existing ground surface conditions between October 15 of each year and May 1 of the following year; except when there is an emergency situation that threatens the public health or welfare, or when the project is granted a variance by the RWQCB Executive Officer. 	
300.5	<p>Contact Information/List of Responsible Parties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are the Name, Address and Telephone number(s) of the WPCM included? 	
400	References	
	<ul style="list-style-type: none"> <input type="checkbox"/> Are the 7 required documents listed? (see Section 400 in the SWPPP and WPCP Manual) <input type="checkbox"/> Are all permits that apply to the project (Federal, state and local), such as Fish and Game, U.S. Army Corps of Engineers, DTSC Aerially Deposited Lead Reuse Variance, local RWQCB Permits or specific requirements, etc., referenced? <input type="checkbox"/> Is on-site project information provided (if applicable), such as project plans and specifications, Geotechnical Report, Drainage Report, District-prepared Conceptual SWPPP, other reports provided by the owner, regulatory guidance from federal or state agencies, and published technical specifications. <input type="checkbox"/> Do the references for each document include the following? Keep these references on-site for review. <ul style="list-style-type: none"> <input type="radio"/> Complete name of the referenced document <input type="radio"/> Number of the document (if applicable) <input type="radio"/> Author <input type="radio"/> Date Published <input type="radio"/> Document date/revision that applies 	
500	Body of SWPPP	
500.1	<p>Objectives</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have pollutant sources from storm water & non-storm water discharges been identified? 	

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SWPPP Section	Item	Comments
500.2	Vicinity Map <ul style="list-style-type: none"> <input type="checkbox"/> Is a copy of the Vicinity Map & a copy of the Site Map showing the project location, surface water boundaries, geographic features, construction site perimeter and general topography placed in: <ul style="list-style-type: none"> ○ Section 500.2 ? ○ Appendix A ? 	
500.3	Pollutant Source and BMP Identification	
500.3.1	Inventory of Materials and Activities that May Pollute Storm Water <ul style="list-style-type: none"> <input type="checkbox"/> Are all construction materials that will be used and construction activities that will have the potential to contribute to any discharges of pollutants to storm water listed? Refer to Attachment S of the SWPPP/WPCP Manual for a list of common construction site pollutants. 	
500.3.2	Existing (pre-construction) Control Measures <ul style="list-style-type: none"> <input type="checkbox"/> Are the existing control measures in place prior to construction identified? <ul style="list-style-type: none"> ○ Pre-construction control measures may include any measures used to reduce erosion, sediment or other pollutants in storm water discharges. Pre-construction control measures may include but not be limited to: Detention basins, infiltration basins, sediment basins, oil water separators, bridge slope protection, rock slope protection, existing erosion control, existing landscaping, lined ditches, energy dissipaters, etc. 	
500.3.3	Nature of Fill Material and Existing Data Describing the Soil <ul style="list-style-type: none"> <input type="checkbox"/> Is there a description of conditions of the fill material and the soils at the construction site? <ul style="list-style-type: none"> ○ Conditions may include types of soils, groundwater depth location and conditions, dewatering operations that may be necessary, etc <input type="checkbox"/> Are existing site features that, as a result of known past usage, may contribute pollutants to storm water shown and/or described? <ul style="list-style-type: none"> ○ Existing site conditions may include ADL; toxic materials that are known to have been treated, stored, disposed, spilled, or leaked onto the construction site, etc. <input type="checkbox"/> Have all contract required BMPs been identified (indicated as minimum requirements in Attachment C), and any other BMPs required by the SPs? 	

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SWPPP Section	Item	Comments
500.3.4	Soil Stabilization (Erosion Control) <ul style="list-style-type: none"> <input type="checkbox"/> Have BMPs (SS-1 and SS-2 and/or other temporary soil stabilization BMPs) been described as to their usage? Descriptions on some temporary soil stabilization BMPs that cannot be adequately identified on the WPCDs need to be provided. <input type="checkbox"/> Do the BMPs indicated meet the minimum requirements indicated in Tables 2-2 and 2-3 of the BMP Manual and Attachment C of the SWPPP and WPCP Manual? <input type="checkbox"/> Are the selected BMPs listed in this section exactly the same in Appendices C, G, O, and Q? 	
500.3.5	Sediment Control BMPs <ul style="list-style-type: none"> <input type="checkbox"/> Are all sediment control BMPs (SC-1, SC-4, SC-7, SC-8, and SC-10 and/or other BMPs) that cannot be adequately identified on the WPCDs listed with a narrative description? <input type="checkbox"/> Are all the temporary sediment control BMPs to be used in the project listed? All specific BMPs should be listed. Alternatives should be included. <input type="checkbox"/> Do the BMPs indicated meet the minimum requirements indicated in Tables 2-2 and 2-3 of the BMP Manual and Attachment C of the SWPPP and WPCP Manual? <input type="checkbox"/> Are BMPs used to divert run-on around and/or through the construction project considered and/or listed? <input type="checkbox"/> Are the selected BMPs listed in this section exactly the same in Appendices C, G, O, and Q? 	
500.3.6	Tracking Control BMPs <ul style="list-style-type: none"> <input type="checkbox"/> Have BMPs (SC-7 and /or other BMPs) been selected and have narrative descriptions of tracking control BMPs that will be used to reduce sediment tracking onto public or private roads been provided? <input type="checkbox"/> Are the selected BMPs listed in this section exactly the same in Appendices C, G, O, and Q? 	
500.3.7	Wind Erosion Control BMPs <ul style="list-style-type: none"> <input type="checkbox"/> Have BMPs (WE-1 and/or other BMPs) been selected and have narrative descriptions of these BMPs that will be used to control dust during construction operations, including stockpile operations been provided? <input type="checkbox"/> Are the selected BMPs listed in this section exactly the same in Appendices C, G, O, and Q? 	
500.3.8	Non-Storm Water Control BMPs <ul style="list-style-type: none"> <input type="checkbox"/> Have BMPs for all of the construction materials that will be used and activities for the project and listed in Section 500.3.1 of the SWPPP been included? 	

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SWPPP Section	Item	Comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Have BMPs (NS-6, NS-8, NS-9, and NS-10 and/or other BMPs) been selected and have narrative descriptions been included for non-storm water control BMPs and practices to minimize, contain, and dispose of prohibited discharges, or to minimize adverse impacts of authorized discharges from the project into the storm drain system or waterway? <input type="checkbox"/> Have BMPs been addressed for the different types of construction vehicles that will be used on the construction site? <input type="checkbox"/> If applicable, is a description of each planned non-storm water discharge from the project into the storm drain system or waterway, including flow/quantity and expected pollutants, included? If a flow or quantity cannot be determined, are the nature and extent of the activity such that the quantity described? <input type="checkbox"/> Is the time period and frequency of each activity that generates or may generate a discharge indicated in Section 300.4 of the SWPPP? <input type="checkbox"/> Is there a description of mandatory non-storm water control BMPs and practices required by the RWQCB (such as WDR requirements for projects that reuse Aerially Deposited Lead soils), other permits, or other federal, state, or local agencies? <input type="checkbox"/> Are the selected BMPs listed in this section exactly the same in Appendices C, G, O, and Q? 	
500.3.9	<p>Waste Management and Materials Pollution Control BMPs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have BMPs for all of the construction materials that will be used and activities for the project that are listed in Section 500.3.1 of the SWPPP been included? <input type="checkbox"/> Have BMPs (WM-1, WM-2, WM-3, WM-4, WM-5, and WM-9 and/or other BMPs) been selected and have narrative descriptions of materials and wastes control BMPs and special handling or disposal requirements (such as lead contaminated soils, concrete saw-cutting liquids, waste chemicals and empty chemical containers) been identified? <input type="checkbox"/> Is there a description of the proposed waste collection and removal schedules? <input type="checkbox"/> Are the selected BMPs listed in this section exactly the same in Appendices C, G, O, and Q? 	
500.3.10	<p>Cost Breakdown for Water Pollution Control</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is a copy of the Cost Breakdown itemizing the contract lump sum for water pollution control included in Attachment O? 	

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SWPPP Section	Item	Comments
500.4	Water Pollution Control Drawings (WPCDs) <ul style="list-style-type: none"> <input type="checkbox"/> Have Water Pollution Control Drawings (WPCDs) that conform with the instructions of this section and the requirements of the General Construction Permit for a site map been prepared for this project? <ul style="list-style-type: none"> <input type="checkbox"/> Is a copy of the WPCDs included in Attachment B of the SWPPP? 	
500.5	Construction BMP Maintenance, Inspection, and Repair <ul style="list-style-type: none"> <input type="checkbox"/> Is the Contractor's WPCM listed to perform inspections as required by the contract ? <input type="checkbox"/> Is a copy of the Storm Water Quality Site Inspection Checklist included in Attachment H of Appendix A ? <input type="checkbox"/> Is a sample maintenance, inspection, and repair program included in Attachment G? 	
500.6	Post-Construction Storm Water Management	
500.6.1	Post-Construction Control Practices <ul style="list-style-type: none"> <input type="checkbox"/> Have descriptions of the BMPs employed after all construction phases that are to be completed (Post-Construction BMPs) been provided? <input type="checkbox"/> Examples of post-construction measures are: <ul style="list-style-type: none"> <input type="checkbox"/> Infiltration basins <input type="checkbox"/> Detention/retention devices <input type="checkbox"/> Vegetated strips and/or swales <input type="checkbox"/> Biofilters <input type="checkbox"/> Permanent erosion control, seeding and planting <input type="checkbox"/> Outlet protection/velocity dissipation devices <input type="checkbox"/> Earth dikes, drainage swales, and lined ditches <input type="checkbox"/> Bridge slope protection <input type="checkbox"/> Rock slope protection <input type="checkbox"/> Mulching <input type="checkbox"/> Verification that interior drains are not connected to a storm sewer system 	
500.6.2	Operation/Maintenance after Project Completion <ul style="list-style-type: none"> <input type="checkbox"/> Are the parties responsible for long-term operation and maintenance of permanent BMPs listed? <input type="checkbox"/> One of three alternatives must be included: <ul style="list-style-type: none"> <input type="checkbox"/> Caltrans regional maintenance staff; <input type="checkbox"/> A local agency or municipality; or <input type="checkbox"/> Caltrans maintenance staff and local agency or municipality (if the project maintenance will be shared or a portion of the project is to be maintained by a local agency). 	

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	<input type="checkbox"/> Are short-term and long-term funding sources for operations and maintenance listed?	
500.7	Training <ul style="list-style-type: none"> <input type="checkbox"/> Do the Contractor's WPCM and SWPPP preparer have a minimum of 24 hours of formal training? <input type="checkbox"/> Has formal storm water training been documented by providing a listing of classes and copies of class completion? 	
500.8	List of Contractors/Subcontractors	
500.9	Other Plans/Permits <ul style="list-style-type: none"> <input type="checkbox"/> Does the SWPPP incorporate appropriate elements of other plans or permits required by local, State, or Federal agencies? <input type="checkbox"/> See Attachment N 	
600	Monitoring Program and Reports	
600.1	Site Inspections <ul style="list-style-type: none"> <input type="checkbox"/> Are name(s) and contact number(s) of the assigned inspection personnel included? 	
600.2	Discharge Reporting	
600.3	Record Keeping and Reports	
600.4	Sampling and Analysis Plan for Sediment <ul style="list-style-type: none"> <input type="checkbox"/> Review the current list of the 303(d) listed water bodies at www.swrcb.ca.gov/tmdl/docs/303d98.pdf to verify that the project directly discharges to a water body listed for (sediment/silt/turbidity). <input type="checkbox"/> Is there indication of whether the project does/does not have the potential to discharge directly to a water body listed under the Clean Water Act Section 303(d)? <ul style="list-style-type: none"> <input type="radio"/> If yes, a SAP (Sections 600.4.1 through 600.4.9) is required, otherwise only the text included in Section 600.4 is required. 	
600.4.1	Scope of Monitoring Activities <ul style="list-style-type: none"> <input type="checkbox"/> Are the name(s) of the 303(d) listed water bodies and reasons for impairment (Sedimentation/Siltation and/or Turbidity) provided? <input type="checkbox"/> Is there a description of the location(s) of direct discharge from the project site to the 303(d) listed water body? <input type="checkbox"/> Are the locations of direct discharge shown on the WPCDs? <input type="checkbox"/> Is the appropriate required text to identify whether run-on to the Caltrans right-of-way may combine with storm water and directly discharge to the 303(d) listed water body included? 	

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	<input type="checkbox"/> If the project does receive run-on, is there a description the locations of run-on and are the locations shown on the WPCDs?	
600.4.2	<p>Monitoring Strategy</p> <input type="checkbox"/> Is there a description of the exact sampling location(s) for monitoring the impacts of direct storm water discharges from the project to the 303(d) listed water body? <input type="checkbox"/> Is there a description (either using GPS coordinates of post kilometer/post mile), of the sample collecting location upstream of all direct discharge from the construction site that appears to represent the flow of the water body and the prevailing condition of the receiving water without any influence from the construction site? <input type="checkbox"/> For projects identified in Section 600.4.1 that have locations of run-on to the Caltrans right-of-way, is the required text included to identify run-on sampling location(s) to determine potential impairments that originate off the project site? <input type="checkbox"/> Is there a description of exactly where the sample will be collected for locations of run-on? <input type="checkbox"/> Are all sampling locations shown on the WPCDs? <input type="checkbox"/> Are sampling locations in areas that are safe, out of the path of heavy traffic, and reasonably accessible? <input type="checkbox"/> Is there a description of surrounding areas such as agricultural fields, or other sites that may contribute run-on sediment to the site? <input type="checkbox"/> Are sampling points located away from areas upstream or downstream of point sources or confluences to minimize backwater effects or poorly mixed flows?	
600.4.3	<p>Monitoring Preparation</p> <input type="checkbox"/> Has it been determined whether samples will be collected by the Contractor's personnel, by a commercial laboratory, or by an environmental consultant? <input type="checkbox"/> Are the individuals responsible for collecting water samples familiar with sampling requirements, in accordance with the Caltrans Guidance Manual: Stormwater Monitoring Protocols, Second Edition, July 2000, CTSW-RT-00-005? <input type="checkbox"/> Have all sampling personnel including alternates been identified and their phone numbers listed? <input type="checkbox"/> For projects where a consultant or state-certified laboratory will collect samples, is the company information provided? <input type="checkbox"/> Review http://www.dhs.ca.gov/ps/ls/ELAP/html/lablist.htm to verify that the lab is state certified	

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600.4.4	Sample Collection and Handling <ul style="list-style-type: none"> <input type="checkbox"/> Is a laboratory going to analyze all or some of the samples? If so, is the laboratory information provided along with the required text? <input type="checkbox"/> If the Contractor is going to analyze all or some of the samples, is the required text included? 	
600.4.5	Sample Analysis <ul style="list-style-type: none"> <input type="checkbox"/> Has Table 600-1, "Sample Collection, Preservation and Analysis for Monitoring Sedimentation/Siltation and/or Turbidity" been completed? <input type="checkbox"/> For 303(d) listed water bodies impaired due to Sedimentation/Siltation, have the selections YES for (b) and (c) and/or (a) been made? <input type="checkbox"/> For 303(d) listed water bodies impaired due to Turbidity, has the selection of YES for (d) been made? <input type="checkbox"/> If samples are analyzed in the field, is required text added including the field instrument that will be used to analyze the listed constituents? 	
600.4.6	Quality Assurance/Quality Control	
600.4.7	Data Management and Reporting <ul style="list-style-type: none"> <input type="checkbox"/> Have electronic data results been provided to the RE, unless he/she provides the name, company and e-mail address of the person to whom the data should be submitted? 	
600.4.8	Data Evaluation	
600.4.9	Change of Conditions	
600.5	Sampling and Analysis Plan for Non-Visible Pollutants <ul style="list-style-type: none"> <input type="checkbox"/> Is a Sampling & Analysis Plan (SAP) for pollutants not visually detectable included in this Section? 	
600.5.1	Scope of Monitoring Activities	
	<ul style="list-style-type: none"> <input type="checkbox"/> Are the materials or wastes (identified in Section 500.3.1) re-listed in Section 600.5.1? <input type="checkbox"/> Are any existing site features contaminated with non-visible pollutants (identified in Section 500.3.3) re-listed in Section 600.5.1? <input type="checkbox"/> Are any soil amendments with the potential to alter chemical properties, engineering properties, or erosion resistance listed in Section 600.5.1? <input type="checkbox"/> Does any storm water run-on to the site have the potential to contribute non-visible pollutants to discharges from the project listed in Section 600.5.1? 	

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600.5.2	<p>Monitoring Strategy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is there a description of the sampling location(s) for monitoring non-visible pollutants identified in Section 600.5.1? <input type="checkbox"/> Is there a description of the location where an uncontaminated background sample of run-off (that has not come into contact with the non-visible pollutants identified in Section 600.5.1 or disturbed soil areas) of the project will be collected? <input type="checkbox"/> Is there a description of the location for collecting samples of storm water run-on from each of the locations identified in Section 600.5.1 to identify possible sources of contamination that may originate from off the project site? <input type="checkbox"/> Have sampling locations at off-site activities directly related to the project (such as storage areas, in the contractor's yard, PCC or asphalt batch plants, whether or not they are located within the Caltrans right of way) been identified? <input type="checkbox"/> Are all sampling locations shown on the WPCDs? <input type="checkbox"/> Are all sampling locations located in areas that are safe, out of the path of heavy traffic, and have attainable access? <input type="checkbox"/> Is there a description or list of surrounding areas, such as industrial sites, that may contribute run-on or airborne constituents to the site? 	
600.5.3	<p>Monitoring Preparation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has it been determined whether the Contractor's personnel, a commercial laboratory, or an environmental consultant will be collecting samples? Are name(s) and phone number(s) of personnel included? <input type="checkbox"/> Are the individuals responsible for collecting water samples familiar with sampling requirements (in accordance with the Caltrans Guidance Manual: Stormwater Monitoring Protocols, Second Edition, July 2000, CTSW-RT-00-005)? <input type="checkbox"/> Have the Contractor's health and safety procedures for sampling personnel been identified? <input type="checkbox"/> Have all sampling personnel including alternates been identified and their phone numbers listed? <input type="checkbox"/> For projects where a consultant or a state-certified laboratory will collect samples, is the company information provided? <input type="checkbox"/> Review http://www.dhs.ca.gov/ps/ls/ELAP/html/lablist.htm to verify that the lab is state certified. 	

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600.5.4	Analytical Constituents <ul style="list-style-type: none"> <input type="checkbox"/> Have the specific non-visible pollutants on the project site been identified by completing Table 600-2, "Potential Non-Visible Pollutants and Water Quality Indicator Constituents"? <input type="checkbox"/> Are the non-visible pollutant source, non-visible pollutant name, and water quality indicator listed? <input type="checkbox"/> Review Section 500.3.1 to verify consistency in materials and Table 600-2. <input type="checkbox"/> Refer to Preparation Manual Attachment S, Construction Material and Pollutant Testing Guidance Table - Non-Visible Pollutants, for a partial list of some of the common non-visible pollutants. 	
600.5.5	Sample Collection and Handling <ul style="list-style-type: none"> <input type="checkbox"/> If Contractor is going to analyze all or some of the samples, is the required text included? 	
600.5.6	Sample Analysis <ul style="list-style-type: none"> <input type="checkbox"/> Is Table 600-3, "Sample Collection, Preservation and Analysis for Monitoring Non-Visible Pollutants" complete? <input type="checkbox"/> Has a test method been identified for each Water Quality Indicator Constituent listed in the table in Section 600.5.4 and 500.3.1? <input type="checkbox"/> Have field test instruments to be used for analyzing samples in the field, if any, been identified? <input type="checkbox"/> Describe proposed waste collection and removal schedules. 	
600.5.7	Quality Assurance/Quality Control	
600.5.8	Data Management and Reporting	
600.5.9	Data Evaluation	
600.5.10	Change of Conditions	

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	Attachments	
A	<p>Vicinity Map</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the Vicinity map included in Attachment A and referenced in Section 500.2? <input type="checkbox"/> The vicinity map (Attachment A) shall be a 8-1/2" x 11" (color preferred) copy of a USGS map or equal, extending 400 meters (1/4 mile) beyond the property boundaries of the construction site (an 11" x 17" is acceptable) and shall show the following. <ul style="list-style-type: none"> <input type="checkbox"/> Outline of the site's perimeter <input type="checkbox"/> Easily identifiable major roadways <input type="checkbox"/> Geographic features or landmarks <input type="checkbox"/> Water bodies within or adjacent to the construction limits <input type="checkbox"/> Construction site perimeter <input type="checkbox"/> Known wells <input type="checkbox"/> Outline of the offsite drainage area(s) that discharge into the construction site <input type="checkbox"/> Identification of anticipated discharge location(s) where the construction site's storm water discharges to a municipal storm sewer system or other water body <input type="checkbox"/> Other geographic features surrounding the site <input type="checkbox"/> General topography <input type="checkbox"/> Is an 8-1/2" x 11" or 11" x 17" copy of the project's Title Sheet included in Attachment A? 	
B	<p>Water Pollution Control Drawings (WPCD)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do the WPCDs show locations for the BMPs that will be used? This should have been checked against the WPC cost breakdown and other sources for consistency in the Checklist. <input type="checkbox"/> Is a cover sheet(s) included listing the BMPs that will be used and any selected options shown on the fact sheets, along with construction notes and a legend? <input type="checkbox"/> Are additional details included as necessary to describe site-specific BMP applications? If so, have they been approved by the RE? <input type="checkbox"/> Do the base sheets show the construction project in detail, including the following? <ul style="list-style-type: none"> <input type="checkbox"/> The construction site perimeter identified and perimeter sediment controls provided <input type="checkbox"/> Permanent (post-construction) BMPs 	

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	<ul style="list-style-type: none"> ○ Geographic features within or immediately adjacent to the site. Surface waters such as lakes, streams, springs, wetlands, estuaries, ponds, and the ocean should be included. ○ Site topography before and after construction. Roads, paved areas, buildings, slopes, drainage facilities, and areas of known or suspected contamination should be included. □ Is the following site information delineated? <ul style="list-style-type: none"> ○ Discharge points from the project to off-site storm drain systems or receiving waters ○ Tributary areas and drainage patterns across the project area (shown using flow arrows) into each on-site storm water inlet or receiving water ○ Tributary areas and drainage patterns to each on-site storm water inlet, receiving water or discharge point ○ Off-site tributary drainage areas that generate run-on to the project. ○ Where off-site tributary drainage areas are too large to depict on the drawings, map notes or inserts illustrating the upstream drainage areas should be included. ○ Temporary on-site drainage(s) to carry concentrated flows ○ Drainage patterns and slopes anticipated after major grading activities are completed ○ Outline of all areas of existing vegetation, soil cover, or native vegetation that will remain undisturbed during the project. ○ Outline of all areas of soil disturbance (disturbed soil areas, DSAs). Areas that will be disturbed during the rainy season and left exposed during the rainy season should be indicated, including off-site areas ○ Identification of location(s) of contaminated or hazardous soils ○ Locations of potential non-storm water discharges and activities. (dewatering operations, concrete saw-cutting or coring, pressure washing, waterline flushing, diversions, cofferdams, and vehicle and equipment cleaning). If operations can't be located, a narrative description must be provided □ Are temporary soil stabilization and temporary sediment control BMPs that will be used during construction shown? Temporary on-site drainage(s) to carry concentrated flows, BMPs implemented to divert off-site drainage around or through the construction site, and BMPs that protect storm water inlets/outlets should be included. 	

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SWPPP Section	Item	Comments
	<ul style="list-style-type: none"> <input type="checkbox"/> Are locations of site ingress and egress points, temporary construction roads, and the contractor's yard shown? Are appropriate BMPs shown on the WPCDs? <input type="checkbox"/> Are BMPs to mitigate or eliminate non-storm water discharges shown? <input type="checkbox"/> Are BMPs for waste management and materials pollution control shown? Include storage of soil or waste; construction material loading, unloading, storage and access areas; and areas designated for waste handling and disposal. <input type="checkbox"/> Are BMPs for vehicle and equipment storage, fueling, maintenance, and cleaning shown? <input type="checkbox"/> Are locations of all post-construction BMPs shown? <input type="checkbox"/> Do the WPCDs show all BMPs to be used at the Contractor's yard, including off-site contractor yards? <input type="checkbox"/> Do the WPCDs reflect the Contractor's phasing and/or construction phasing, and address the entire scope of the contract work? 	
C	BMP Consideration Checklist <ul style="list-style-type: none"> <input type="checkbox"/> Have the appropriate BMPs that the Contractor will use been checked. <input type="checkbox"/> BMPs not used by the Contractor shall have a sufficient reason as to why not used. 	
D	Computation Sheet for Determining Runoff Coefficients <ul style="list-style-type: none"> <input type="checkbox"/> Have all of the required data been filled in with some reason of its accuracy. 	
E	Computation Sheet for Determining Run-on Discharges <ul style="list-style-type: none"> <input type="checkbox"/> Have all of the required data been filled in with some reason of its accuracy. 	
F	Notification of Construction (NOC) <ul style="list-style-type: none"> <input type="checkbox"/> Is the NOC included? If not, check the RE's Pending File or consult the contract PM. 	
G	Program for Maintenance, Inspection, and Repair of Construction Site BMPs <ul style="list-style-type: none"> <input type="checkbox"/> Each BMP should include the frequency, maintenance schedule, and repair procedures. 	
H	Storm Water Quality Construction Site Inspection Checklist <ul style="list-style-type: none"> <input type="checkbox"/> Has the inspection checklist been completed with the following information? <ul style="list-style-type: none"> <input type="radio"/> Date 	

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SWPPP Section	Item	Comments
	<ul style="list-style-type: none"> ○ Weather ○ Inadequate BMPs ○ Visual observations of BMPs ○ Corrective action ○ Inspector's name ○ Inspector's title ○ Inspector's signature 	
I	Trained Contractor Personnel Log Sheet <input type="checkbox"/> Has informal storm water training been provided?	
J	Subcontractor Notification Letter (Sample) and Log <input type="checkbox"/> Is a completed Subcontractors letter and log included?	
K	Notice of Discharge, Written Notice or Order <input type="checkbox"/> Is the form included?	
L	SWPPP and Monitoring Program Checklist <input type="checkbox"/> Is the checklist completed and submitted?	
M	Annual Certification of Compliance Form <input type="checkbox"/> Is a blank copy of the Annual Certification of Compliance and RE Approval forms included? This needs to be updated annually.	
N	Other Plans/Permits <input type="checkbox"/> Are copies of the Caltrans Statewide Permit CAS000003, the General Permit CAS000002, and all other project specific permits included?	
O	Water Pollution Control Cost Breakdown <input type="checkbox"/> Is the WPC cost breakdown included, logical, and complete?	
P	Notice of Completion of Construction (NCC) <input type="checkbox"/> The NCC will be inserted by Caltrans at the end of the project.	
Q	BMPs Selected for the Project <input type="checkbox"/> Insert copies of BMPs from the current Caltrans BMP Manual selected for this project, or reference copies available in onsite BMPs Manual.	
R	Sampling Activity Log <input type="checkbox"/> Is a copy of the blank sampling form included?	
S	Pollutant Testing Guidance Table <input type="checkbox"/> Is the table included?	

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SWPPP Section	Item	Comments
T	Sampling Data Reporting Form <input type="checkbox"/> Is there a copy of the form included?	
U	Discharge Reporting Log <input type="checkbox"/> Is the Discharge Reporting Log included?	

Appendix B

WPCP Review Checklist

ATTACHMENT B
WPCP Review Checklist
For Caltrans Construction Activities

This checklist is a supplemental tool to the SWPPP and WPCP Preparation Manual. It is a guide for the reviewer, but does not replace the detailed requirements outlined in the Preparation Manual.

List of Abbreviations:

BMP	Best Management Practices
CSWC	Construction Storm Water Coordinator
DSA	Disturbed Soil Area
ESA	Environmentally Sensitive Area
RE	Resident Engineer
RWQCB	Regional Water Quality Control Board
SP	Special Provision
SWPPP	Storm Water Pollution Prevention Plan
WPC	Water Pollution Control
WPCD	Water Pollution Control Drawing
WPCP	Water Pollution Control Program

List of Reference Materials:

- SWPPP and WPCP Preparation Manual
- Contractor Submitted WPCP
- Plans, Special Provisions, Specifications, Contractor Information Handout
- Construction Site BMP Manual
- Guidance for Temporary Soil Stabilization
- Field Guide to Construction Site Dewatering
- Construction Site Storm Water Quality Sampling Guidance Manual
- Erosion Control Manual
- Storm Water Data Report
- Any permits associated with the Project
- This SWPPP and WPCP Review Guidance Manual
- RE's Pending File

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WPCP Section	Item	Comments
PRE-CONSTRUCTION PROJECT REVIEW		
	<ul style="list-style-type: none"> ❑ Review the plans and SPs for: <ul style="list-style-type: none"> ○ Check for any specific requirements for temporary BMPs ○ Check for SPs related to Army Corps, Dept. of Fish and Game, RWQCB, etc. Review any relevant permits issued for your job. ○ Check the plans for any post-construction BMPs (permanent water quality features) that will be built as a part of the project. ○ Check the plans for any existing BMPs (detention basins, etc.) that can be used or that must be protected during the construction process. ○ Review the plans and SPs and identify the types of construction activities that will take place, phasing, and conceptualize what types of BMPs will be required. Consider storm and non-storm water BMPs (i.e., solvents and glues used for pipe work, paving operations, concrete work, saw cutting, treated wood, etc.). ○ Review the water pollution control section in the SPs and make note of the storm water items and activities of concern. Review other important information that is included here. ○ Look at the number of working days for each phase. How many rainy seasons will be encountered? Are the rainy season dates correct (Reference Figure 2-1 in the Department's Construction BMP Manual)? ○ Is the project near a water body? Special protection may be required (is an ESA necessary or designated?). Additional testing may be required by agency permits. Are there any environmental concerns associated with adjacent properties? Consider run-on and run-off. ❑ Review the RE's pending file for specific environmental instructions or agreements. ❑ Walk the job site. Take note of the drainage patterns, receiving water bodies, ESAs, space limitations, project limits, adjacent properties, or other water quality related characteristics. Visualize various construction phases and water quality issues that might arise during both the rainy and non-rainy seasons. ❑ Contact your CSWC to discuss current water quality issues and any known critical issues associated with your project. ❑ Contact the Maintenance Supervisor to discuss any existing water pollution issues that are of concern to maintenance and need special consideration. ❑ Schedule a storm water control pre-construction meeting with the contractor, subcontractors, suppliers, etc. 	

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WPCP Section	Item	Comments
PRELIMINARY REVIEW		
	<ul style="list-style-type: none"> ❑ Has the WPCP template been used? Are all sections (10 through 40) and attachments been included? ❑ Is the latest BMP Checklist included (including newest BMP revisions, see the SWPPP/WPCP Preparation Manual)? ❑ Has the Contractor's work schedule been included? Evaluate the schedule for project phasing. ❑ Are construction activities phased to limit duration of soil exposure? Are DSAs limited during the rainy season? Are grading operations scheduled during the non-rainy season (if feasible)? Is the preservation of existing vegetation maximized? ❑ Has the BMP implementation schedule been included for all phases of the project? A Written and a Graphical project schedule is required. Check for consistency with the schedule of work (these schedules may be separate or combined). ❑ Review the WPC cost breakdown to identify critical requirements. What is in the bid items and what is in the quantity sheets? ❑ Perform a preliminary review of the BMPs. Are the BMPs listed/shown in these locations the same? Are any missing? <ul style="list-style-type: none"> ○ SPs, Scope of Work (activities, potential pollutants, BMPs, phasing) ○ Section 30.0 Body of WPCP (brief description and location of BMPs to be used) ○ WPCDs (BMPs, locations, schedule) ○ BMP Checklist ○ Inspection, Maintenance, and Repair Program & Inspection Checklist ○ Water Pollution Control Cost Breakdown ○ BMPs Selected ○ Construction activity schedule ○ Major Milestones (reference work schedule/phasing, BMP implementation schedule, and scope) ❑ Review drainage on the project with the grading plans. (Are discharge locations indicated on the WPCDs?). ❑ Look at the overall plan for feasibility. Will it work to control storm water pollution? Phasing? <ul style="list-style-type: none"> ○ Location of BMPs: Where are the inlets, contractor yard, concrete wash outs, stockpiles, ingress/egress points, toilets, access roads, pipe outlets, or other BMPs? ○ Are DSAs stabilized? ○ Are slope length and steepness minimized? ○ Are run-off velocities controlled? ○ Is the site perimeter protected for run-on and run-off? 	

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WPCP Section	Item	Comments
	<input type="checkbox"/> Are non-storm water BMPs included and appropriate to phasing of work and size of job site, including the contractor's yard?	
	<input type="checkbox"/> Is the BMP appropriate for the site conditions and application/use? Refer to Tables 2-2 and 2-3 and each BMP description in the BMP Handbook for limitations <input type="checkbox"/> Did the contractor list any alternatives for the BMPs? Is the BMP readily available?	

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WPCP Section	Item	Comments
DETAILED REVIEW		
	Title Page	
	<input type="checkbox"/> Title: " Water Pollution Control Program (WPCP)" <input type="checkbox"/> Name of the Project <input type="checkbox"/> Caltrans Contract Number <input type="checkbox"/> Identification and address of Lead Agency (Caltrans or Local Agency) <input type="checkbox"/> Contractor's Name, Address, Telephone Number and Contact Person <input type="checkbox"/> Job Site Address and Telephone Number, if any <input type="checkbox"/> Name of the company that prepared the WPCP (if prepared by an outside consultant), including name and title of preparer <input type="checkbox"/> WPCP Preparation Date	
	Contents	
10.0	WPCP Certification and Approval	
10.1	Contractors Certification and Approval by the Resident Engineer <input type="checkbox"/> Is the WPCP Certification included 'word-for-word' from Section 10.2 in the SWPPP/WPCP Manual and or from Section C.10 of the General Construction Permit? (NOTE: Reject WPCP if not 'word-for-word') <input type="checkbox"/> Has the Contractor signed and dated this section? (NOTE: Reject WPCP if not signed and dated)	
20.0	Project Information	
	Introduction and Project Description <input type="checkbox"/> Describe the type(s) of work that will be performed on the project <input type="checkbox"/> Is a project description (project location, including descriptive items such as county, route, post mile, city, and street names) provided? <input type="checkbox"/> Is the proximity to receiving waters to which the project will discharge indicated, including surface waters, drainage channels, and drainage systems? <input type="checkbox"/> Are the drainage system owners (municipality or agency) identified?	
	Unique Site Features <input type="checkbox"/> Is a description of any unique site features (water bodies, wetlands, ESAs, endangered or protected species, etc.) included? <input type="checkbox"/> Is a description of significant or high-risk activities that may impact storm water quality provided? Include any unique features or activities within or adjacent to water bodies (such as dredging, re-use of aerially deposited lead material, large excavations, or work within a water body).	

ATTACHMENT B
WPCP Review Checklist
For Caltrans Construction Activities

WPCP Section	Item	Comments
	<p>Project Schedule</p> <ul style="list-style-type: none"> ❑ Are written and a graphical project schedules provided including. (Clearly show how the rainy season relates to soil-disturbing and re-stabilization activities. The schedule only needs to be detailed enough to show major activities sequenced with the implementation of construction site BMPs) <ul style="list-style-type: none"> ○ Project start and finish dates ○ Rainy season dates ○ Mobilization dates ○ Mass clearing and grubbing, roadside clearing dates ○ Major grading and excavation dates ○ Dates for special activities named in other permits such as Fish and Game ○ Rainy season implementation schedule ○ Deployment of temporary soil stabilization BMPs ○ Deployment of temporary sediment control BMPs ○ Deployment of non-storm water BMPs ○ Deployment of waste management and materials pollution control BMPs ○ Paving, sawcutting, and any other pavement related operations ○ Planned stockpiling operations ○ Dates for other significant long-term operations or activities that may plan non-storm water discharges such as dewatering, grinding, etc. ❑ Note: Projects located in the Lake Tahoe, Truckee River, East Fork Carson River, or West Fork Carson River Hydrologic Units, and projects above 1200 meters (5,000 ft) in elevations in portions of Mono County or Inyo County within the Lahontan RWQCB are not allowed to perform removal of vegetation nor disturbance of existing ground surface conditions between October 15 of each year and May 1 of the following year; except when there is an emergency situation that threatens the public health or welfare, or when the project is granted a variance by the RWQCB Executive Officer. 	
	<p>Potential Pollutant Sources.</p> <ul style="list-style-type: none"> ❑ Are all environmental known site contaminants listed in this section? ❑ Are all construction materials that will be used and construction activities that will have the potential to contribute to the discharge of pollutants to storm water listed? 	
30.0	Pollution Sources and Control Measures	
30.1	Soil Stabilization (Erosion Control) and Sediment Control	

ATTACHMENT B
WPCP Review Checklist
For Caltrans Construction Activities

WPCP Section	Item	Comments
30.1.1	Soil Stabilization Practices <ul style="list-style-type: none"> <input type="checkbox"/> Is a brief description of soil-disturbing activities, such as clearing and grubbing, grading, excavation, trenching, etc. provided? <input type="checkbox"/> Is the table for temporary soil stabilization BMPs completed? Are All BMPs that will be considered for the project listed? <ul style="list-style-type: none"> <input type="radio"/> Have the appropriate BMPs that the Contractor will use been checked. <input type="radio"/> BMPs not used by the Contractor shall have a sufficient reason as to why not used. 	
30.1.1.1	Selected Soil Stabilization BMPs <ul style="list-style-type: none"> <input type="checkbox"/> Are there descriptions of the locations and scheduled applications for each of the selected soil stabilization BMPs? 	
30.1.2	Sediment Control Practices <ul style="list-style-type: none"> <input type="checkbox"/> Is a brief description of soil-disturbed areas that will necessitate sediment control BMPs provided? <input type="checkbox"/> Is the table for temporary sediment control BMPs completed? Have All BMPs that will be considered for the project listed? <ul style="list-style-type: none"> <input type="radio"/> Have the appropriate BMPs that the Contractor will use been checked. <input type="radio"/> BMPs not used by the Contractor shall have a sufficient reason as to why not used. 	
30.1.2.1	Selected Sediment Control BMPs <ul style="list-style-type: none"> <input type="checkbox"/> Are there descriptions of the locations and scheduled applications for each of the selected sediment control BMPs? 	
30.1.3	Tracking Control <ul style="list-style-type: none"> <input type="checkbox"/> Is there a brief description of any site-specific conditions, such as clayey soils, that may make tracking particularly troublesome? <input type="checkbox"/> Is the table for tracking control BMPs completed? Have All BMPs that will be considered for the project listed? <ul style="list-style-type: none"> <input type="radio"/> Have the appropriate BMPs that the Contractor will use been checked. <input type="radio"/> BMPs not used by the Contractor shall have a sufficient reason as to why not used. 	
30.1.3.1	Selected Tracking Control BMPs <ul style="list-style-type: none"> <input type="checkbox"/> Is there a description of the locations and scheduled applications for each of the selected tracking control BMPs? 	
30.1.4	Wind Erosion Controls <ul style="list-style-type: none"> <input type="checkbox"/> If wind erosion controls are not used, it should be stated in the text and why. <input type="checkbox"/> If the project will not create DSAs, then the "required text" may be removed <input type="checkbox"/> If the project will create DSAs, however soil stabilization BMPs are not required, then the last sentence of the "required text" may be removed. 	

ATTACHMENT B
WPCP Review Checklist
For Caltrans Construction Activities

WPCP Section	Item	Comments
30.2	Non-Storm Water Management BMPs <ul style="list-style-type: none"> <input type="checkbox"/> Have all activities that have the potential to produce non-storm water discharges within the project been identified? <ul style="list-style-type: none"> ○ Consider dewatering operations and any construction activity that requires water use. Discuss planned dewatering operations with the RE to determine possible requirement for permits and/or treatment. Discuss how mobile operations, such as maintenance and fueling for large or stationary equipment, will be addressed. <input type="checkbox"/> Is the table for non-storm water management BMPs completed? The table should be used to select BMPs as necessary to contain, remove, and dispose potential non-storm water discharges? <ul style="list-style-type: none"> ○ Have the appropriate BMPs that the Contractor will use been checked. ○ BMPs not used by the Contractor shall have a sufficient reason as to why not used. 	
30.2.1	Selected Non-Storm Water Management BMPs <ul style="list-style-type: none"> <input type="checkbox"/> Is there a description of the scheduled application of the selected BMPs? 	
30.3	Waste Management and Materials Pollution Control BMPs <ul style="list-style-type: none"> <input type="checkbox"/> Have materials and wastes with special handling or disposal requirements such as lead contaminated soils, concrete saw-cutting liquids, waste chemicals and empty chemical containers been identified? <input type="checkbox"/> Have waste management and materials pollution control BMPs been implemented to minimize storm water contact with construction materials, wastes and service areas, and to prevent materials and wastes from being discharged off-site? <input type="checkbox"/> Are selected BMPs listed and is there a description of proposed facilities for materials storage and waste management (including on-site storage and disposal of waste)? <input type="checkbox"/> Is the table for waste management and materials pollution control BMPs completed? <ul style="list-style-type: none"> ○ Have the appropriate BMPs that the Contractor will use been checked. ○ BMPs not used by the Contractor shall have a sufficient reason as to why not used. 	
30.3.1	Selected Waste Management and Materials Pollution Control BMPs <ul style="list-style-type: none"> <input type="checkbox"/> Is there a description for the scheduled application of the selected BMPs. 	

ATTACHMENT B
WPCP Review Checklist
For Caltrans Construction Activities

SWPPP Section	Item	Comments
30.4	Water Pollution Control Drawings (WPCDs) <ul style="list-style-type: none"> <input type="checkbox"/> Are WPCDs included? Do the WPCDs illustrate the locations, applications, and deployment of the BMPs? <input type="checkbox"/> Do the WPCDs include one or more drawings at a scale sufficient to clearly show on-site drainage patterns and the location of erosion and sediment control BMPs? The WPCDs shall be no smaller than the "reduced plans" (approximately 11" x 17") issued by Caltrans. <input type="checkbox"/> Do the WPCDs include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Detail sheets showing construction details for the BMPs that will be used. <input type="checkbox"/> Location sheets, usually modified layout, grading, stage construction, and/or drainage sheets, showing the locations of BMPs that will be used. Delineation of BMPs to be implemented during project construction will be in the form of construction notes and/or symbols. <input type="checkbox"/> Do the WPCDs show the limits of the DSAs? 	
30.5	Construction BMP Maintenance, Inspection, and Repair <ul style="list-style-type: none"> <input type="checkbox"/> Validate that each BMP from Sections 30.1.1, 30.1.2, 30.1.3, 30.1.4, 30.2, and 30.3 are listed on the Inspection, Maintenance, and Repair Program Table. Is the table complete? <input type="checkbox"/> Has the table been completed for all of the selected BMPs? 	
40.0	Amendments	
	<ul style="list-style-type: none"> <input type="checkbox"/> Is the WPCP Certification included 'word-for-word' from Section 10.2 in the SWPPP/WPCP Manual and or from Section C.10 of the General Construction Permit? (NOTE: Reject WPCP if not word for word) <input type="checkbox"/> Is the RE Approval of WPCP Amendment text included word for word from Section 40.0 in the SWPPP/WPCP Manual? (NOTE: Reject WPCP if not word for word) 	
50.0	Reporting	
50.1	Discharge Reporting <ul style="list-style-type: none"> <input type="checkbox"/> Is there a sample form for reporting discharges included as Attachment K? 	

Appendix C

Sample SWPPP Comment Letter

SUBJECT: SWPPP Review: State Route 405, in the County of Los Angeles, City of Sherman Oaks, from 0.1 km North of Mulholland Drive Overcrossing to 0.3 km North of Sepulveda Boulevard Undercrossing, Construct One Northbound Lane, Contract No. xx-xxxxxx.

Review of the above contract's SWPPP has been concluded, and the following are comments that should be addressed in your approved plan:

Item	Section	Comments
1	Cover Page	Include contractor job site address if applicable.
2	100.1	A signature from a contractor representative is required.
3	500.2	The vicinity map does not adequately display required items such as water bodies, outline of offsite drainage areas draining into the site, general topography, and discharge locations. To satisfy those requirements, a USGS quad map or other suitable base map, with additional modifications, may be necessary.
4	500.3.4	Show on the WPCDs the locations of soil stabilization BMP (SS-2 and SS-4) implementation where applicable. Additional sediment control BMPs (SS-3, SS-5, and SS-7) should also be identified on the drawings where applicable.
5	500.3.4	Include the requirements for nonactive construction areas.
6	500.3.5	Include BMPs for temporary sediment control on active and nonactive disturbed soil areas if permanent stabilization is not completed.
7	500.3.5	The WPCDs indicate that SC-4 and SC-1, Check Dams and Silt fence respectively, may be utilized on the project. Describe their use in this section. As a reminder, storm drain inlet protection is a last resort. Upstream stabilization and sediment controls are more effective. Caution is required when using sandbags at inlets, due to both the potential for flooding and for the hazards they may impose on the driving public.
8	500.3.6	The WPCDs indicate that TC-2 and TC-3, Stabilized Construction Roadway and Entrance/Outlet Tire Wash respectively, may be utilized on the project. Describe their use in this section.
9	Attachment F	Include a copy of the WDID letter if provided by the R.E.
10	Attachment G	The Maintenance, Inspection, and Repair program included in Attachment G is an example from the Handbook. Provide a project specific program with details on the BMPs identified in the SWPPP.